

Navy Advancement Center

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Advancement Handbook for Legalman

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PREFACE

The purpose of the Advancement Handbook is to help you focus your preparation for Navywide advancement-in-rating examinations. The bibliographies (BIBs) together with this Handbook form a comprehensive examination study package. Since this handbook provides skill and knowledge components for each pay grade of the Legalman (LN) rating, it helps you concentrate your study on those areas that may be tested. This feature will help you get the most out of your study time.

Each page in Parts 1 through 4 of this Advancement Handbook presents general skill areas, specific skill areas, the knowledge factors associated with each skill area, the pertinent references that address each skill, and the subject areas that may be covered on the examination. The skill statements describe the skills you are expected to perform for each pay grade. The skill statements are cumulative; that is, you are responsible for the skills for the pay grade you are competing for, your present pay grade, and all pay grades below.

Although this handbook is very comprehensive, it cannot cover all the tasks performed in the rating. As a result, the advancement examinations may contain questions more detailed than described in the “*Exam Expectations*” section of the skill areas.

Remember that advancement competition is keen, so your keys to advancement include not only comprehensive advancement examination study, but also sustained superior performance.

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Part 1

Advancement Handbook for LN3

Advancement Handbook for LN3

General LN3 <i>Skill Area</i>	General Administration
<i>A skill</i> you are expected to perform from the General Skill Area above:	Prepare standard naval letters, business letters, and endorsements
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify the following standard and business letter format elements: <ul style="list-style-type: none"> - Margins (Letterhead/Non-Letterhead) - Identification symbols - From, To, Via, Subject, Reference, and Enclosure lines - Text and paragraph structuring - Signature block - Copy to block - Page numbering • Prepare endorsements
<i>Reference</i> you should study to gain the knowledge you need to perform this skill:	<i>Department of the Navy Correspondence Manual</i> (SECNAVINST 5216.5, Chapters 1, 2, and 3)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about when to use a business or naval letter; individual elements of a business or naval letter, such as letterhead requirements, classification markings, the correct placement of the identification symbols, salutation line, proper format of the subject line, how to list various references, the number of required spaces between lines and paragraphs, the size of the margins, the proper format of the complimentary close, and the preparation of the signature block; when to use a same-page endorsement; how to add references and enclosures to an endorsement; and where to send copies of an endorsement.

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General LN3 <i>Skill Area</i>	General Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Route correspondence
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Review incoming correspondence • Complete the appropriate route sheet • Prepare a tickler
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Standard Organization and Regulations of the U.S. Navy</i> (OPNAVINST 3120.32) • <i>Manual of the Judge Advocate General</i> (JAGINST 5800.7) • <i>Naval Military Personnel Manual</i> (NAVPERS 15560)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about maintaining incoming correspondence log; preparing a tickler; filing documents in the tickler folder; preparing the appropriate route sheet; and maintaining a tickler file.

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General LN3 <i>Skill Area</i>	General Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Serialize and mail correspondence
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none">• Know where and how to place serial numbers on correspondence• Prepare an envelope or address label• Maintain official mail log
<i>Reference</i> you should study to gain the knowledge you need to perform this skill:	<i>Department of the Navy Correspondence Manual</i> (SECNAVINST 5216.5, Chapters 1, 2, and 3)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about sources of address information; location of appropriate mail classifications; assigning serial numbers; and opening and closing a serial log.

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General LN3 <i>Skill Area</i>	General Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Open and maintain files
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none">• Open new files• Perform proper filing procedures• Maintain files
<i>Reference</i> you should study to gain the knowledge you need to perform this skill:	<i>Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes (SECNAVINST 5210.11)</i>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about establishing routine and cross-reference correspondence files; closing correspondence files; maintaining correspondence files; and assigning SSICs.

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General LN3 <i>Skill Area</i>	General Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Purge obsolete records
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • File records • Dispose of records • Forward records
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Navy and Marine Corps Records Disposition Manual</i> (SECNAVINST 5212.5) • <i>Department of the Navy Directives Issuance System</i> (SECNAVINST 5215.1) • <i>Manual of the Judge Advocate General</i> (JAGINST 5800.7)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about record retention periods; methods of disposing and/or transferring records; and methods of retrieving records.

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General LN3 <i>Skill Area</i>	Technical Administration
<i>A skill</i> you are expected to perform from the General Skill Area above:	Maintain law libraries
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Set up a law library • Maintain inventory of publications • Recall ordering procedures • File updates • Know where to go for assistance
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Naval Legal Service Office Manual</i> (COMNAVLEGSVCCOMINST 5800.1, Section 0220) • <i>Field Law Library Program</i> (JAGINST 5070.1)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the proper setup of a field law library; what publications and references are mandatory; ordering publications and references; proper filing of incoming updates; and who to seek out for assistance.

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General LN3 <i>Skill Area</i>	General Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare and process letters of indebtedness
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify the appropriate reply letter to the creditor • Prepare the letter in smooth form for signature • Notify the service member • Assist the service member with referrals • Assist the service member with any questions he/she may have
<i>Reference</i> you should study to gain the knowledge you need to perform this skill:	<i>Naval Military Personnel Manual</i> (NAVPERS 15560, Article 7000-020)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about what letter is appropriate to use for what situation; proper format of the letter; appropriate notification to the creditor; proper procedures for notifying the service member; assisting the service member; and areas of referral.

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General LN3 <i>Skill Area</i>	General Administration
<i>A skill</i> you are expected to perform from the General Skill Area above:	Prepare and update Unit Punishment Book
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Prepare a Unit Punishment Book • Identify what documentation needs to be retained in the Unit Punishment Book • Update the Unit Punishment Book
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Manual for Courts-Martial, 1995 Edition</i> (Chapter V) • <i>Manual of the Judge Advocate General</i> (JAGINST 5800.7, Article 0119)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about preparation of the Unit Punishment Book; what NJP documentation needs to be retained; and keeping the UPB updated.

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General LN3 <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare Article 31 Uniform Code of Military Justice warnings
<i>Knowledge</i> you should have to perform this skill:	Prepare Article 31 UCMJ warnings
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Manual for Courts-Martial, 1995 Edition</i> • <i>Manual of the Judge Advocate General</i> (JAGINST 5800.7)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the preparation of Article 31 UCMJ warnings.

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General LN3 <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Draft report and disposition of offenses
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Type report chits • Identify each element of the Report and Disposition of Offense(s) form • Draft charges and specifications
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Manual for Courts-Martial, 1995 Edition</i> • <i>Manual of the Judge Advocate General</i> (JAGINST 5800.7) • Report and Disposition of Offense(s) form (NAVPERS 1626/7)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about what information is put in what section; drafting charges; and proper format.

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General LN3 <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare charge sheets
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Type charge sheets • Identify each element of the following sections: <ul style="list-style-type: none"> - Section I: Personal Data - Section II: Charges and Specifications - Section III: Preferral - Section IV: Receipt by Summary Court-Martial Convening Authority - Section V: Referral; Service of Charges • Draft charges
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Manual for Courts-Martial, 1995 Edition</i> • <i>Manual of the Judge Advocate General</i> (JAGINST 5800.7) • Charge Sheet (DD Form 458)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about what information is put in what section; drafting charges; proper format; and the definition of preferral and referral.

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General LN3 <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Draft appointing orders
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Draft appointing orders • Identify the following format elements: <ul style="list-style-type: none"> - Margins - Identification symbols - Format for From, To, Via, Subject, Reference, and Enclosure lines - Text and paragraph structuring - Signature block - Copy to block • Draft amendments
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Manual for Courts-Martial, 1995 Edition</i> • <i>Manual of the Judge Advocate General</i> (JAGINST 5800.7)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about format and content of appointing orders; format and content of amendments to appointing orders.

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General LN3 <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Schedule courtrooms and set up courtrooms
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none">• Schedule courtrooms• Set up courtrooms
<i>Reference</i> you should study to gain the knowledge you need to perform this skill:	As designated by local instruction or guidelines.
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You should not expect any questions in these two areas.

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General LN3 <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Notify personnel of trial date, time, place, etc.
<i>Knowledge</i> you should have to perform this skill:	Notify personnel of trial date, time, place, etc.
<i>Reference</i> you should study to gain the knowledge you need to perform this skill:	As designated by local instruction or guidelines.
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You should not expect any questions in this area.

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General LN3 <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare findings and sentencing worksheets
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Draft findings worksheets • Draft sentencing worksheets • Identify format in text and paragraph structuring
<i>Reference</i> you should study to gain the knowledge you need to perform this skill:	<i>Manual for Courts-Martial, 1995 Edition</i>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the format and content of findings and sentencing worksheets, and when to use them.

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General LN3 <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Record court proceedings
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify equipment used for recording • Identify the reporter's log • Identify the personnel of a court-martial • Identify the stages of trial
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Manual for Courts-Martial, 1995 Edition</i> • <i>Manual of the Judge Advocate General</i> (JAGINST 5800.7) • <i>Standardization of GCM and SPCM Verbatim Records of Trial</i> (JAGINST 5813.1)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about identifying the equipment used for recording an Article 32 or court-martial proceeding, the elements of the reporter's log, each person and his/her duties, and the stages of trial.

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General LN3 <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Draft trial results
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify the format • Prepare the draft • Identify distribution and placement in the record of trial
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Manual for Courts-Martial, 1995 Edition</i> • <i>Manual of the Judge Advocate General</i> (JAGINST 5800.7)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the format of the results of trial; distribution of the results of trial; and placement of the results of trial in the record of trial.

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General LN3 <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Transcribe Article 32 pretrial investigations and courts-martial proceedings
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Transcribe Article 32 UCMJ pretrial investigations • Transcribe verbatim and summarized proceedings • Identify the different types of investigations and courts
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Manual for Courts-Martial, 1995 Edition</i> • <i>Manual of the Judge Advocate General</i> (JAGINST 5800.7) • <i>Standardization of GCM and SPCM Verbatim Records of Trial</i> (JAGINST 5813.1)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on when to use verbatim or summarized transcription; proper format of both types of transcription; and time limits on the completion of the transcription.

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General LN3 <i>Skill Area</i>	Technical Administration
<i>A skill</i> you are expected to perform from the General Skill Area above:	Assemble and distribute records of trial
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Assemble a verbatim record of trial • Assemble a summarized record of trial • Distribute records of trial
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Manual for Courts-Martial, 1995 Edition</i> • <i>Manual of the Judge Advocate General</i> (JAGINST 5800.7) • <i>Standardization of GCM and SPCM Verbatim Records of Trial</i> (JAGINST 5813.1) • Record of Trial (DD Form 490)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the proper assembly of verbatim and summarized records of trial, and proper distribution of the same.

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General LN3 <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Draft administrative separation board documents
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Draft appointing orders • Record the proceedings • Identify the personnel of a board • Prepare the script • Prepare the findings and recommendations worksheet
<i>Reference</i> you should study to gain the knowledge you need to perform this skill:	<i>Naval Military Personnel Manual</i> (NAVPERS 15560, Articles 1910-502, 1910-516)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about formatting the appointing order; recording the proceedings; identifying the role of each member of the board; preparation of the script for the board; and preparation of the findings and recommendations worksheet.

Part 2

Advancement Handbook for LN2

Advancement Handbook for LN2

General LN2 <i>Skill Area</i>	Management and Supervision
<i>A skill</i> you are expected to perform from the General Skill Area above:	Draft legal briefs, memorandums for the record, and point papers
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify the following format elements: <ul style="list-style-type: none"> - Margins - Identification symbols - From, To, Via, Subject, Reference, and Enclosure lines - Text and paragraph structuring - Signature block - Copy to block - Page numbering • Recall essential content elements
<i>Reference</i> you should study to gain the knowledge you need to perform this skill:	<i>Department of the Navy Correspondence Manual</i> (SECNAVINST 5216.5, Chapter 2)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about when to use a legal brief, memorandum for the record, or point paper; individual elements of a legal brief, memorandum for the record, and point paper (such as letterhead requirements, classification markings, the correct placement of the identification symbols, salutation line, proper format of the subject line, how to list various references, the number of required spaces between lines and paragraphs, the size of the margins, the proper format of the complimentary close, and the preparation of the signature block); and content of the legal brief, memorandum for the record, or point paper.

Advancement Handbook for LN2

General LN2 <i>Skill Area</i>	General Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Establish service record accountability and review personnel records
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Recall procedure to: <ul style="list-style-type: none"> - Prepare a service record log - Prepare a tickler • Identify what documents from the service record need to be retained for processing • Identify what documents need to be completed and put into the service record
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Manual of the Judge Advocate General</i> (JAGINST 5800.7) • <i>Naval Military Personnel Manual</i> (NAVPERS 15560)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about preparing and maintaining incoming/outgoing service record log; preparing a tickler; identifying what documents may be used as evidence in all areas of military justice; identifying what documentation needs to be completed; filing documents in the service record; preparing the appropriate route sheet; and maintaining a tickler file.

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General LN2 <i>Skill Area</i>	General Administration
<i>A skill</i> you are expected to perform from the General Skill Area above:	Draft administrative reports
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Recall procedure to draft administrative reports • Identify format • Identify due dates • Identify distribution
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Department of the Navy Standard Subject Identification Codes</i> (SECNAVINST 5210.11) • <i>Naval Legal Service Office Manual</i> (COMNAVLEGSVCCOMINST 5800.1)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about drafting administrative reports; identifying required formats for administrative reports; identifying required content of administrative reports; identifying dates the administrative reports are due; and identifying to whom administrative reports are distributed.

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General LN2 <i>Skill Area</i>	Technical Administration
<i>A skill</i> you are expected to perform from the General Skill Area above:	Conduct electronic and general legal research
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Recall procedures necessary to perform electronic legal research • Identify different types of electronic legal research • Recall procedures necessary to perform general legal research • Identify different types of general legal research • Identify proper format for citing legal research
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Manual for Courts-Martial, 1995 Edition</i> • <i>Uniform Method of Citation</i> (JAGINST 5850.2)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about identifying types of electronic and general legal research; performing electronic and general legal research; identifying references for general legal research; and identifying proper citation of legal research references.

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General LN2 <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Collect evidence and safeguard evidence
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify the custodial system for the collection and safeguarding of evidence • Identify the requirements for the use of an evidence locker • Identify and maintain an evidence log • Identify and maintain an active evidence custody record or file • Identify and maintain the final evidence disposition record or file • Prepare the necessary forms for evidence custody
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Manual for Courts-Martial, 1995 Edition</i> • <i>Manual of the Judge Advocate General</i> (JAGINST 5800.7) • <i>Department of the Navy-Navy Law Enforcement Manual</i> (OPNAVINST 5580.1)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about proper procedures for collecting and safeguarding evidence; proper containers used to store evidence; proper procedures used to document the collecting and safeguarding of evidence; proper chain-of-custody procedures for collecting and safeguarding evidence; proper procedures for disposing and/or transferring evidence; and proper methods of retrieving evidence.

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General LN2 <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Review documented evidence
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify the forms of evidence • Identify the types of evidence • Identify the use of the different forms of evidence • Identify the criteria for admissibility of evidence
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Manual for Courts-Martial, 1995 Edition</i> • <i>Manual of the Judge Advocate General (JAGINST 5800.7)</i>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about identifying the forms of evidence; identifying the types of evidence; identifying the use of different forms of evidence; identifying the criteria for admissibility of evidence; and identifying specific Military Rules of Evidence.

Advancement Handbook for LN2

General LN2 <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare drug laboratory report requests
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify the proper format • Identify the proper content
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Alcohol and Drug Abuse Prevention and Control</i> (OPNAVINST 5350.4) • <i>Military Alcohol and Drug Abuse Prevention and Control</i> (SECNAVINST 5300.28) • <i>Criminal and Security Investigations and Related Activities Within the Department of the Navy</i> (SECNAVINST 5520.3)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about identifying proper format for and proper content of drug lab report requests.

Advancement Handbook for LN2

General LN2 <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Conduct Judge Advocate Manual (JAGMAN) investigations
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify the types of investigations • Identify the content of investigations • Identify the preliminary considerations
<i>Reference</i> you should study to gain the knowledge you need to perform this skill:	<i>Manual of the Judge Advocate General</i> (JAGINST 5800.7, Chapter II)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about conducting an investigation; identifying the preliminary considerations; identifying the types of investigations; and identifying what needs to be included in the investigations.

Advancement Handbook for LN2

General LN2 <i>skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Write JAGMAN investigation reports
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify the proper format • Identify the proper content (including enclosures)
<i>Reference</i> you should study to gain the knowledge you need to perform this skill:	<i>Manual of the Judge Advocate General</i> (JAGINST 5800.7, Chapter II)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the preparation of each type of JAGMAN investigation report, and its content.

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General LN2 <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Review limited claims investigation reports
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify the types of claims • Identify the content of claims
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Manual of the Judge Advocate General</i> (JAGINST 5800.7, Chapters II, VIII, & XII) • <i>Administrative Processing and Consideration of Claims on Behalf of and Against the United States</i> (JAGINST 5890.1)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about identifying the different types of claims and their content.

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General LN2 <i>Skill Area</i>	Technical Administration
<i>A skill</i> you are expected to perform from the General Skill Area above:	Review criminal investigation reports
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify the proper content • Identify the proper procedures • Identify the evidence
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Manual for Courts-Martial, 1995 Edition</i> • <i>Manual of the Judge Advocate General</i> (JAGINST 5800.7) • <i>Criminal and Security Investigations and Related Activities Within the Department of the Navy</i> (SECNAVINST 5520.3)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about identifying the proper content of the investigation; verifying that proper procedures were used; and identifying the necessary evidence.

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General LN2 <i>Skill Area</i>	Technical Administration
<i>A skill</i> you are expected to perform from the General Skill Area above:	Interview witnesses and take witnesses' statements
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify good interview techniques • Identify a good interviewing environment • Identify the proper format • Identify the proper content
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Manual for Courts-Martial, 1995 Edition</i> • <i>Manual of the Judge Advocate General</i> (JAGINST 5800.7) • <i>Criminal and Security Investigations and Related Activities Within the Department of the Navy</i> (SECNAVINST 5520.3)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about proper techniques to use during an interview; the setting up of a good interviewing environment; and identifying the proper format for and content of a witness' interview.

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General LN2 <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Conduct Article 31 UCMJ counseling
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify the proper forms • Identify the member's rights • Identify the proper counseling techniques
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Manual for Courts-Martial, 1995 Edition</i> • <i>Manual of the Judge Advocate General</i> (JAGINST 5800.7)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about identifying the proper forms; the member's rights; and the proper counseling techniques.

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General LN2 <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Research non-judicial punishment (NJP) cases, record NJP results, prepare NJP notification and appeals forms, conduct NJP notification and appeals counseling, and draft NJP appeals endorsements.
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify the complete process for NJP • Identify the proper forms for notification • Identify the proper forms for appeals
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Manual for Courts-Martial, 1995 Edition</i> • <i>Manual of the Judge Advocate General</i> (JAGINST 5800.7)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the complete process of NJP from the receipt of offense through the appeal process.

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General LN2 <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Research court-martial cases
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify the charges and specifications • Identify the elements of each charge • Identify the evidence needed to pursue each specification
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Manual for Courts-Martial, 1995 Edition</i> • <i>Manual of the Judge Advocate General</i> (JAGINST 5800.7)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about identifying each charge and specification; each element of each charge; and the evidence needed to pursue each specification.

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General LN2 <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Draft charges and specifications, and review charge sheets
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify the charges and specifications • Identify the elements and content of each charge • Identify the elements and content of each specification • Identify the format for and content of the charge sheet
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Manual for Courts-Martial, 1995 Edition</i> • <i>Manual of the Judge Advocate General</i> (JAGINST 5800.7) • Charge Sheet (DD Form 458)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about identifying each charge and specification; each element and content of each charge; the each element and content of each specification; and the format for and content of the charge sheet.

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General LN2 <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Draft pretrial agreements
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify each element of the memorandum of pretrial agreement • Identify each element of the maximum sentence appendix to the memorandum of pretrial agreement • Identify the format for the memorandum of pretrial agreement and the maximum sentence appendix
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Manual for Courts-Martial, 1995 Edition</i> • <i>Manual of the Judge Advocate General</i> (JAGINST 5800.7)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about identifying each element of the pretrial agreement; each element of the maximum sentence appendix; and format for the pretrial agreement and the maximum sentence appendix.

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General LN2 <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Record trial results
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify the format • Identify the content • Identify the distribution and placement in the record of trial
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Manual for Courts-Martial, 1995 Edition</i> • <i>Manual of the Judge Advocate General</i> (JAGINST 5800.7)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the format and content of the results of trial; distribution of the results of trial; and placement of the results of trial in the record of trial.

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General LN2 <i>Skill Area</i>	Technical Administration
<i>A skill</i> you are expected to perform from the General Skill Area above:	Review court-martial transcripts
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify the format for verbatim and summarized proceedings • Identify the content for verbatim and summarized proceedings • Identify the different types of courts-martial
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Manual for Courts-Martial, 1995 Edition</i> • <i>Manual of the Judge Advocate General</i> (JAGINST 5800.7) • <i>Standardization of GCM and SPCM Verbatim Records of Trial</i> (JAGINST 5813.1)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on when to use verbatim or summarized transcription; identifying the proper format of both types of transcription; identifying the proper content for both types of transcription; and identifying the time limits for the completion of the transcription.

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General LN2 <i>Skill Area</i>	Technical Administration
<i>A skill</i> you are expected to perform from the General Skill Area above:	Prepare restriction orders and prepare confinement orders
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify the format and content of restriction orders • Identify the format and content of confinement orders • Identify the distribution of restriction orders and confinement orders
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Manual for Courts-Martial, 1995 Edition</i> • <i>Manual of the Judge Advocate General</i> (JAGINST 5800.7) • <i>Department of the Navy Corrections Manual</i> (SECNAVINST 1640.9) • Confinement Order (NAVPERS 1640/4)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the proper format and content of a restriction order; the proper format and content of a confinement order; and identifying the proper distribution of both orders.

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General LN2 <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Draft convening authority's action
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify each element of the convening authority's action • Identify the format for the convening authority's action
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Manual for Courts-Martial, 1995 Edition</i> • <i>Manual of the Judge Advocate General (JAGINST 5800.7)</i>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about identifying each section of the convening authority's action, and content; and identifying format for the convening authority's action.

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General LN2 <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Draft court-martial orders (CMOs)
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify each element of the court-martial order • Identify the format for the court-martial order
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Manual for Courts-Martial, 1995 Edition</i> • <i>Manual of the Judge Advocate General</i> (JAGINST 5800.7)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about identifying each section of the court-martial order, and content; and identifying format for the court-martial order.

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General LN2 <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Draft other than honorable (OTH) separation in lieu of trial by court-martial requests
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify each element of the OTH separation in lieu of trial by court-martial request • Identify the content and format of the OTH separation in lieu of trial by court-martial
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Manual for Courts-Martial, 1995 Edition</i> • <i>Manual of the Judge Advocate General</i> (JAGINST 5800.7) • <i>Naval Military Personnel Manual</i> (NAVPERS 15560)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about identifying each element of the OTH separation in lieu of trial by court-martial request; and identifying format and content for the OTH separation in lieu of trial by court-martial request.

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General LN2 <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare Administrative Separation Processing Notice - Notification Procedure, prepare Administrative Separation Processing Notice - Administrative Board Procedure, and conduct administrative separation processing counseling
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify each type of administrative separation • Identify when to use the Notification Procedure or the Administrative Board Procedure • Identify the format and content of each type of procedure • Conduct counseling with the member
<i>Reference</i> you should study to gain the knowledge you need to perform this skill:	<i>Naval Military Personnel Manual</i> (NAVPERS 15560)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the proper format and content of each type of procedure; identifying when to use each type of procedure; identifying each type of administrative separation; and counseling of the member.

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General LN2 <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Review administrative separation board transcripts
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify the format and content of a board transcription • Identify the distribution of a board transcription
<i>Reference</i> you should study to gain the knowledge you need to perform this skill:	<i>Naval Military Personnel Manual</i> (NAVPERS 15560)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the proper format and content of a board transcription, and the proper distribution of the same.

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General LN2 <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Draft administrative separation transmittal letters
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify the format of administrative separation transmittal letters • Identify the content of administrative separation transmittal letters • Identify the distribution of administrative separation transmittal letters
<i>Reference</i> you should study to gain the knowledge you need to perform this skill:	<i>Naval Military Personnel Manual</i> (NAVPERS 15560)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the proper format and content of administrative separation transmittal letters; and identifying the proper distribution of administrative separation transmittal letters.

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General LN2 <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare NAVPERS 1070/613, Page 13 Administrative Counseling/Warning and conduct administrative counseling/warning counseling
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify each element of the Page 13 Counseling/Warning • Identify when to use the Page 13 Counseling/Warning • Identify the format and content of the Page 13 Counseling/Warning • Conduct counseling with the member
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Naval Military Personnel Manual</i> (NAVPERS 15560) • Administrative Remarks, NAVPERS 1070/613
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the proper format and content of the Page 13 Counseling/Warning; identifying when to use the Page 13 Counseling/Warning; and conducting counseling of the member pertaining to the Page 13 Counseling/Warning.

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General LN2 <i>Skill Area</i>	Personnel Support
A <i>skill</i> you are expected to perform from the General Skill Area above:	Conduct initial legal assistance interviews
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify the eligibility of the person requesting legal assistance • Identify the scope of the legal assistance requested • Identify any conflicts of interest • Identify all necessary paperwork to be prepared
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Manual of the Judge Advocate General</i> (JAGINST 5800.7, Chapter VII) • <i>Naval Military Personnel Manual</i> (NAVPERS 15560) • <i>Naval Legal Service Office Manual</i> (COMNAVLEGSVCCOMINST 5800.1) • <i>Navy-Marine Corps Legal Assistance Program</i> (JAGINST 5801.2)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about identifying the eligibility of the person requesting legal assistance; the scope of the legal assistance requested; possible conflicts of interest; and all necessary paperwork to be prepared.

Part 3

Advancement Handbook for LN1

Advancement Handbook for LN1

General LN1 <i>Skill Area</i>	Management and Supervision
<i>A skill</i> you are expected to perform from the General Skill Area above:	Evaluate policy statements
<i>Knowledge</i> you should have to perform this skill:	Identify the following elements: <ul style="list-style-type: none"> - Policy effectiveness - Policy accuracy - Policy duplicity
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Manual for Courts-Martial, 1995 Edition</i> • <i>Manual of the Judge Advocate General</i> (JAGINST 5800.7) • <i>Naval Military Personnel Manual</i> (NAVPERS 15560) • <i>Naval Legal Service Office Manual</i> (COMNAVLEGSVCCCOMINST 5800.1)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You should not expect any questions in this area.

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General LN1 <i>Skill Area</i>	Management and Supervision
A <i>skill</i> you are expected to perform from the General Skill Area above:	Establish and maintain reports control systems
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Recall how to prepare a tickler • Identify what reports are recurring • Identify what department has the responsibility for the report • Identify when reports are due • Identify the correct routing of the report • Identify the proper filing of the report
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Manual for Courts-Martial, 1995 Edition</i> • <i>Manual of the Judge Advocate General</i> (JAGINST 5800.7) • <i>Naval Military Personnel Manual</i> (NAVPERS 15560) • <i>Naval Legal Service Office Manual</i> (COMNAVLEGSVCCOMINST 5800.1) • Miscellaneous instructions
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about preparing and maintaining a report tickler; identifying recurring reports; identifying which department/official has the responsibility for the report; identifying when the reports are due; identifying the correct routing of the report; and identifying where the report will be filed.

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General LN1 <i>Skill Area</i>	General Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Review administrative reports
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Recall procedures for reviewing administrative reports • Identify format • Identify content • Identify due dates • Identify distribution
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Department of the Navy Standard Subject Identification Codes</i> (SECNAVINST 5210.11) • <i>Naval Legal Service Office Manual</i> (COMNAVLEGSVCCOMINST 5800.1)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about reviewing administrative reports; identifying required formats for administrative reports; identifying required content of administrative reports; identifying dates the administrative reports are due; and identifying to whom administrative reports are distributed.

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General LN1 <i>Skill Area</i>	General Administration
<i>A skill</i> you are expected to perform from the General Skill Area above:	Draft punitive or administrative instructions
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Draft punitive or administrative instructions • Identify format • Identify content • Identify distribution
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Department of the Navy Standard Subject Identification Codes</i> (SECNAVINST 5210.11) • <i>Department of the Navy Directives Issuance System</i> (SECNAVINST 5215.1) • <i>Department of the Navy Directives Issuance System Consolidated Subject Index</i> (OPNAV Notice 5215) • <i>Naval Legal Service Office Manual</i> (COMNAVLEGSVCCOMINST 5800.1)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about drafting punitive and administrative instructions; identifying punitive instructions versus administrative instructions; identifying required formats for instructions; identifying required content of instructions; and identifying distribution of instructions.

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General LN1 <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Maintain legal directives and publications
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Recall procedures for <ul style="list-style-type: none"> - Maintaining inventory of legal directives - Maintaining inventory of publications - Ordering procedures - Filing updates • Recall where to go for assistance
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Department of the Navy Directives Issuance System</i> (SECNAVINST 5215.1) • <i>Department of the Navy Directives Issuance System Consolidated Subject Index</i> (OPNAV Notice 5215) • <i>Naval Legal Service Office Manual</i> (COMNAVLEGSVCCOMINST 5800.1, Section 0220) • <i>Field Law Library Program</i> (JAGINST 5070.1)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about what publications and directives are mandatory; what publications and directives should be on hand; procedures for ordering publications and directives; proper filing of incoming updates; and who to seek out for assistance.

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General LN1 <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Draft Congressional inquiry responses
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify the content of a Congressional inquiry • Investigate the content of a Congressional inquiry • Identify the format for the response • Identify time limits for replying to Congressional inquiries
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>United States Navy Regulations</i> (Article 1155) • <i>Naval Military Personnel Manual</i> (NAVPERS 15560, Article 5216-010) • <i>Department of the Navy Correspondence Manual</i> (SECNAVINST 5216.5)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about identifying the content of a Congressional inquiry; investigating the content of a Congressional inquiry; identifying the format for the response; and identifying time limitations for replying to a Congressional inquiry.

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General LN1 <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Conduct Line of Duty investigations
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify the types of investigations • Identify the content of investigations • Identify the preliminary considerations • Identify what constitutes Line of Duty
<i>Reference</i> you should study to gain the knowledge you need to perform this skill:	<i>Manual of the Judge Advocate General</i> (JAGINST 5800.7, Chapter II)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about conducting an investigation; identifying the preliminary considerations; identifying the types of investigations; identifying what constitutes Line of Duty versus misconduct; and identifying what needs to be included in the investigations.

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General LN1 <i>skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare and review Line of Duty investigation reports, and review JAGMAN investigation reports.
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify the proper format • Identify the proper content (including enclosures)
<i>Reference</i> you should study to gain the knowledge you need to perform this skill:	<i>Manual of the Judge Advocate General</i> (JAGINST 5800.7, Chapter II)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about identifying the proper format for and content of Line of Duty investigations; and the proper format for and content of JAGMAN investigations.

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General LN1 <i>skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Draft JAGMAN investigation endorsements.
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify the proper format • Identify the proper content (including enclosures)
<i>Reference</i> you should study to gain the knowledge you need to perform this skill:	<i>Manual of the Judge Advocate General</i> (JAGINST 5800.7, Chapter II)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about identifying the proper format for and content of JAGMAN investigation endorsements.

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General LN1 <i>Skill Area</i>	Technical Administration
<i>A skill</i> you are expected to perform from the General Skill Area above:	Draft military justice case advice correspondence and military justice case recommendations
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify the proper content • Identify the proper procedures for research • Identify the proper format
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Manual for Courts-Martial, 1995 Edition</i> • <i>Manual of the Judge Advocate General</i> (JAGINST 5800.7) • <i>Criminal and Security Investigations and Related Activities Within the Department of the Navy</i> (SECNAVINST 5520.3)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about identifying the content of case advice correspondence and case recommendations; the proper procedures for researching case advice correspondence and case recommendations; and the proper format for case advice correspondence and case recommendations.

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General LN1 <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Review and verify Privacy Act requests compliance
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify the proper content • Identify the proper procedures • Identify the proper format • Identify the proper time limits for replying
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>5 U.S.C. 552a</i>, as amended by the <i>Computer Matching Act of 1988</i> • <i>Department of the Navy Privacy Act (PA) Program</i> (SECNAVINST 5211.5)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about identifying the content of Privacy Act requests; the proper procedures for Privacy Act compliance; the proper format for Privacy Act requests; and the proper time limits for replying to Privacy Act requests.

Advancement Handbook for LN1

General LN1 <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Review and verify Freedom of Information Act (FOIA) requests compliance
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify the proper content • Identify the proper procedures • Identify the proper format • Identify the proper time limits for replying
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • 5 U.S.C. 552, as amended on 2 Oct 96 • Department of the Navy Freedom of Information Act (FOIA) Program (SECNAVINST 5720.42)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about identifying the content of Freedom of Information Act (FOIA) requests; the proper procedures for Freedom of Information Act (FOIA) requests and compliance; the proper format for Freedom of Information Act (FOIA) requests; and the proper time limits for replying to Freedom of Information Act (FOIA) requests.

Advancement Handbook for LN1

General LN1 <i>Skill Area</i>	Technical Administration
<i>A skill</i> you are expected to perform from the General Skill Area above:	Maintain claims accounting system
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify the types of claims • Identify the content of claims • Identify the proper content for claims accounting systems • Identify the proper format for claims accounting systems • Identify reports required for claims accounting systems
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Manual of the Judge Advocate General</i> (JAGINST 5800.7, Chapters II, VIII, & XII) • <i>Administrative Processing and Consideration of Claims on Behalf of and Against the United States</i> (JAGINST 5890.1)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about identifying the different types of claims and their content; the proper content for claims accounting systems; the proper format for claims accounting systems; and reports required for claims accounting systems.

Advancement Handbook for LN1

General LN1 <i>Skill Area</i>	Technical Administration
<i>A skill</i> you are expected to perform from the General Skill Area above:	Compile and review legal assistance statistics; and draft legal assistance reports
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Compile legal assistance statistics • Review legal assistance statistics • Draft legal assistance reports • Identify the proper content • Identify the proper format
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Manual of the Judge Advocate General</i> (JAGINST 5800.7) • <i>Navy-Marine Corps Legal Assistance Program</i> (JAGINST 5801.2)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about compiling legal assistance statistics; reviewing legal assistance statistics; drafting legal assistance reports; identifying the proper content for legal assistance reports; identifying the proper format for legal assistance reports.

Advancement Handbook for LN1

General LN1 <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Review Article 138 complaints
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify the proper format • Identify the member's rights • Identify the command's/commander's rights
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Article 138, UCMJ</i> • <i>United States Navy Regulations, 1990</i> (Article 1150) • <i>Manual of the Judge Advocate General</i> (JAGINST 5800.7, Chapter III)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about identifying the proper format; the member's rights; and the command's/commander's rights.

Advancement Handbook for LN1

General LN1 <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Investigate nonsupport complaints
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify each step in the process for investigating nonsupport complaints • Identify the rights of the Sailor • Identify the rights of the complainant • Identify the proper content • Identify the proper format
<i>Reference</i> you should study to gain the knowledge you need to perform this skill:	<i>Naval Military Personnel Manual</i> (NAVPERS 15560, Article 6210120)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about identifying each step in the process for investigating nonsupport complaints; the rights of the Sailor; the rights of the complainant; and the proper content and format of a nonsupport complaint.

Advancement Handbook for LN1

General LN1 <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Investigate paternity complaints
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify each step in the process for investigating paternity complaints • Identify the rights of the Sailor • Identify the rights of the complainant • Identify the proper content • Identify the proper format
<i>Reference</i> you should study to gain the knowledge you need to perform this skill:	<i>Naval Military Personnel Manual</i> (NAVPERS 15560, Articles 5800-010 and 6210120)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about identifying each step in the process for investigating paternity complaints; the rights of the Sailor; the rights of the complainant; and the proper content and format of the paternity complaint.

Advancement Handbook for LN1

General LN1 <i>Skill Area</i>	Personnel Support
A <i>skill</i> you are expected to perform from the General Skill Area above:	Draft wills
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify the eligibility of the person requesting the will • Identify the scope of the will requested • Identify the content of the will • Identify the necessary paperwork to be prepared for the will
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Manual of the Judge Advocate General</i> (JAGINST 5800.7, Chapter VII) • <i>Naval Legal Service Office Manual</i> (COMNAVLEGSVCCOMINST 5800.1) • <i>Navy-Marine Corps Legal Assistance Program</i> (JAGINST 5801.2)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about identifying the eligibility of the person requesting legal assistance; the scope of the will requested; the content of the will; and all necessary paperwork to be prepared for the will.

Advancement Handbook for LN1

General LN1 <i>Skill Area</i>	Personnel Support
<i>A skill</i> you are expected to perform from the General Skill Area above:	Prepare affidavits
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify the eligibility of the person requesting the affidavit • Identify the scope of the affidavit requested • Identify the content of the affidavit • Identify the necessary paperwork to be prepared for the affidavit
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Manual of the Judge Advocate General</i> (JAGINST 5800.7, Chapters VII and IX) • <i>Naval Legal Service Office Manual</i> (COMNAVLEGSVCCOMINST 5800.1) • <i>Navy-Marine Corps Legal Assistance Program</i> (JAGINST 5801.2)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about identifying the eligibility of the person requesting legal assistance; the scope of the affidavit requested; the content of the affidavit; and all necessary paperwork to be prepared for the affidavit.

Advancement Handbook for LN1

General LN1 <i>Skill Area</i>	Personnel Support
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare powers of attorney
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify the eligibility of the person requesting the power of attorney • Identify the types of powers of attorney • Identify the content of the power of attorney • Identify the necessary paperwork to be prepared for the power of attorney
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Manual of the Judge Advocate General</i> (JAGINST 5800.7, Chapters VII and IX) • <i>Naval Legal Service Office Manual</i> (COMNAVLEGSVCCCOMINST 5800.1) • <i>Navy-Marine Corps Legal Assistance Program</i> (JAGINST 5801.2)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about identifying the eligibility of the person requesting legal assistance; the different types of powers of attorney; the content of the power of attorney; and all necessary paperwork to be prepared for the power of attorney.

Advancement Handbook for LN1

General LN1 <i>Skill Area</i>	Personnel Support
<i>A skill</i> you are expected to perform from the General Skill Area above:	Perform the duties of a Federal notary
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify the eligibility of the person requesting legal assistance • Identify the scope of the notary • Identify the scope of the document to be notarized • Identify all necessary paperwork to be prepared • Identify the notary log and its content
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Manual of the Judge Advocate General</i> (JAGINST 5800.7, Chapter IX) • <i>Naval Legal Service Office Manual</i> (COMNAVLEGSVCCOMINST 5800.1) • <i>Navy-Marine Corps Legal Assistance Program</i> (JAGINST 5801.2)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about identifying the eligibility of the person requesting legal assistance; the scope of the notary; the scope of the document to be notarized; all necessary paperwork to be prepared; and the notary log and its content.

Part 4

Advancement Handbook for LNC

Advancement Handbook for LNC

General LNC <i>Skill Area</i>	Management and Supervision
<i>A skill</i> you are expected to perform from the General Skill Area above:	Evaluate Naval Legal Service Office personnel requirements
<i>Knowledge</i> you should have to perform this skill:	Identify and evaluate the following: <ul style="list-style-type: none"> - Approved MFTs - Equipage - Associated workload - Minimum quantity of manpower required - Mix of manpower needed (civilian and military)
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Manual of Navy Total Force Manpower Policies and Procedures</i> (OPNAVINST 1000.16) • <i>Naval Legal Service Office Manual</i> (COMNAVLEGSVCCOMINST 5800.1)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about preparing Manpower Requirements and Authorizations documents; and identifying and evaluating the following: approved MFTs, equipage, associated workload, minimum quantity of manpower required, and mix of manpower needed (civilian and military).

Advancement Handbook for LNC

General LNC <i>Skill Area</i>	Management and Supervision
A <i>skill</i> you are expected to perform from the General Skill Area above:	Evaluate Naval Legal Service Office equipment requirements
<i>Knowledge</i> you should have to perform this skill:	Identify and evaluate the following: <ul style="list-style-type: none"> - Equipment on hand - Equipment needed for associated workload - Equipment needing to be disposed of
<i>Reference</i> you should study to gain the knowledge you need to perform this skill:	<i>Naval Legal Service Office Manual</i> (COMNAVLEGSVCCOMINST 5800.1)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You should not expect any questions in this area.

Advancement Handbook for LNC

General LNC <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Review claims investigation reports
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify the types of claims • Identify the content of claims • Identify proper adjudication of claims
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Manual of the Judge Advocate General</i> (JAGINST 5800.7, Chapters II, VIII, & XII) • <i>Administrative Processing and Consideration of Claims on Behalf of and Against the United States</i> (JAGINST 5890.1)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about identifying the different types of claims and their content; and the proper adjudication of claims.

Advancement Handbook for LNC

General LNC <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare initial pre-trial confinement officer letters
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify the proper content • Identify the proper procedures • Identify the proper format • Identify the proper time limits
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Manual for Courts-Martial, 1995 Edition</i> • <i>Manual of the Judge Advocate General</i> (JAGINST 5800.7)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about identifying the content of a pre-trial confinement officer letter; the proper procedures for a pre-trial confinement officer's hearing; the proper format for a pre-trial confinement officer letter; and the proper time limits for a pre-trial confinement officer letter.

Advancement Handbook for LNC

General LNC <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Update data based management systems
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Compile data to be updated • Review data to be updated • Input data
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Naval Legal Service Office Manual</i> (COMNAVLEGSVCCOMINST 5800.1) • <i>Navy-Marine Corps Legal Assistance Program</i> (JAGINST 5801.2)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about compiling data to be updated; reviewing data to be updated; and inputting the data.

Advancement Handbook for LNC

General LNC <i>Skill Area</i>	Personnel Support
A <i>skill</i> you are expected to perform from the General Skill Area above:	Verify enlisted program eligibility
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify the requirements of the program • Identify the eligibility of the enlisted person
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • <i>Legalman (LN) Rating Accession/ Conversion Procedures</i> (JAGINST 1440.1) • All instructions pertaining to enlisted programs
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about identifying the requirements of the program, and the eligibility of the enlisted person.

Advancement Handbook for LNC

General LNC <i>Skill Area</i>	Personnel Support
A <i>skill</i> you are expected to perform from the General Skill Area above:	Draft budget expenditure reports
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify the types • Identify the content • Identify the format
<i>Reference</i> you should study to gain the knowledge you need to perform this skill:	<i>Naval Legal Service Office Manual</i> (COMNAVLEGSVCCOMINST 5800.1)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about identifying the types of reports; the content of reports; and the format of reports.

Appendix 1

References Used in This Advancement Handbook

Rating	Short Title	Long Title	Chapters/ Paragraphs	Stocking Point
LN3	MCM 1995 Edition	<i>Manual for Courts-Martial, 1995 Edition</i>	All	Note 1
	OPNAVINST 3120.32	<i>Standard Organization and Regulations of the U.S. Navy</i>	All	Note 2
	SECNAVINST 5210.11	<i>Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes (SSIC)</i>	All	Note 2
	SECNAVINST 5212.5	<i>Navy and Marine Corps Records Disposition Manual</i>	All	Note 2
	SECNAVINST 5215.1	<i>Department of the Navy Directives Issuance System</i>	All	Note 2
	SECNAVINST 5216.5	<i>Department of the Navy Correspondence Manual</i>	All	Note 2
	JAGINST 5070.1	<i>Field Law Library Program</i>	All	Note 6
	JAGINST 5800.7	<i>Manual of the Judge Advocate General (JAGMAN)</i>	All	Note 1
	JAGINST 5813.1	<i>Standardization of GCM and SPCM Verbatim Records of Trial (Quirk)</i>	All	Note 5
	COMNAVLEGSVCCOM INST 5800.1	<i>Naval Legal Service Office Manual</i>	All	Note 6
	NAVPERS 15560	<i>Naval Military Personnel Manual (MILPERSMAN)</i>	All	Note 3
LN2	IN ADDITION TO THE REFERENCES REQUIRED FOR LN3, YOU ARE ALSO RESPONSIBLE FOR THE FOLLOWING REFERENCES.			
	OPNAVINST 5350.4	<i>Alcohol and Drug Abuse Prevention and Control</i>	All	Note 2
	OPNAVINST 5580.1	<i>Department of the Navy-Navy Law Enforcement Manual</i>	All	Note 2
	SECNAVINST 1640.9	<i>Department of the Navy Corrections Manual</i>	All	Note 2
	SECNAVINST 5300.28	<i>Military Alcohol and Drug Abuse Prevention and Control</i>	All	Note 2
	SECNAVINST 5520.3	<i>Criminal and Security Investigations and Related Activities Within the Department of the Navy</i>	All	Note 2
	JAGINST 5801.2	<i>Navy-Marine Corps Legal Assistance Program</i>	All	Note 6
	JAGINST 5850.2	<i>Uniform Method of Citation</i>	All	Note 6

	JAGINST 5890.1	<i>Administrative Processing and Consideration of Claims on Behalf of and Against the United States</i>	All	Note 6
LN1	IN ADDITION TO THE REFERENCES REQUIRED FOR LN3 AND LN2, YOU ARE ALSO RESPONSIBLE FOR THE FOLLOWING REFERENCES.			
	5 U.S.C. 552	5 United States Code 552 as amended on 2 October 1996	All	Note 4
	5 U.S.C. 552a	5 United States Code 552a as amended by the Computer Matching Act of 1988	All	Note 4
	<i>United States Navy Regulations</i>	<i>United States Navy Regulations</i>	All	Note 2
	OPNAV Notice 5215	<i>Department of the Navy Directives Issuance System Consolidated Subject Index</i>	All	Note 2
	SECNAVINST 5211.5	<i>Department of the Navy Privacy Act (PA) Program</i>	All	Note 2
	SECNAVINST 5520.3	<i>Criminal and Security Investigations and Related Activities Within the Department of the Navy</i>	All	Note 2
	SECNAVINST 5720.42	<i>Department of the Navy Freedom of Information Act (FOIA) Program</i>	All	Note 2
LNC	IN ADDITION TO THE REFERENCES REQUIRED FOR LN3, LN2, AND LN1, YOU ARE ALSO RESPONSIBLE FOR THE FOLLOWING REFERENCES.			
	OPNAVINST 1000.16	<i>Manual of Navy Total Force Manpower Policies and Procedures</i>	All	Note 2
	JAGINST 1440.1	<i>Legalman (LN) Rating Accession/Conversion Procedures</i>	All	Note 6

LEGEND:

Note 1 — To order, MILSTRIP to NAVICP PHILA or via INTERNET <http://www.nll.navsup.navy.mil>

Note 2 — Internet — <http://neds.nebt.daps.mil>

Note 3 — Internet — <http://www.bupers.navy.mil>

Note 4 — Internet — <http://www.nara.gov/fedreg/legal/apa/552.html>
<http://www.nara.gov/fedreg/legal/apa/552a.html>

Note 5 — Letter request to Naval Justice School, Newport, RI 02841-5030

Note 6 — Letter request to Office of the Judge Advocate General
Washington Navy Yard
1322 Patterson Avenue SE
Suite 3000
Washington, DC 20374-5066